

# **School Snow Policy and Procedures**

## **Harlow Green Community Primary School**

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of our pupils and staff.

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision as to whether or not to send a pupil to school must be at the discretion of the parents, taking into account factors such as local road conditions and the severity of the weather.

Members of staff are asked to make every effort to get to school although, again in severe conditions, they must make a judgement about the safety of travelling. Staff will be expected to use public transport, if available. If road conditions are so severe that public transport is withdrawn, then school will be closed.

Each morning, during inclement weather, the school will post updates on the website by 8.00 a.m. to provide information of the situation. In particular parents will be advised as to whether or not the school is open to operate a normal timetable, depending on the number of staff and pupils available. Regular updates will be made available throughout the day on both the web site and by text message. Information can also be obtained via Gateshead Council's own website and through Metro Radio, our local radio station.

Metro Radio Telephone - 0191 230 6100

If a full complement of staff is not available it may result in normal lessons being curtailed and the remaining pupils assembled in larger groups. In the event of having to operate with a small number of staff, the Senior Management Team will organise a programme of events on a daily basis

When ice or snow hamper movement around the School, in order to minimise the risk of injury to staff, pupils and parents, the caretaker will try his best to ensure that all paths and steps around the school site are gritted or cleared of snow as soon as is practicable.

Once the school is open, we will aim to remain open until the end of the normal school day at 3.20 pm. In the event of extreme weather, it may be necessary to close the school early if public transport is due to be withdrawn. Parents also may make the judgement to collect their children early if they feel they are at risk.

Planned afterschool clubs may well be cancelled and plans should be made to ensure children are collected promptly at 3.20pm. Parents of children who attend Lamesley Childcare facility must make themselves familiar with their procedures.

Children should not bring cycles or scooters to school to help reduce risks for themselves and others.

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